

# Our Lady of Mercy Catholic Education Trust



## St Anthony's Girls' Catholic Academy

<b>Policy type:</b>	<b>School</b>
<b>Policy:</b>	<b>Photography Policy</b>
Ratified by MAT Directors:	December 2019
Head Teacher signature:	<i>M. Shepherd.</i>
Chair of Directors signature:	<i>Shepherd.</i>
Review Date:	December 2020
Ownership:	M. Shepherd (Head Teacher)

## Photography Policy

This Policy has been developed to reflect our Mercy ethos as well as local and national guidance.

### Introduction

Photography in academies is subject to the Data Protection Act 1998 regarding the rights of individuals to have information of a personal nature treated in an appropriate manner and the Human Rights Act 1998, protecting the privacy of individuals and families. As well as these statutory rights, restrictions on photography arise from issues of Safeguarding and Copyright in performances.

### Photography Policy Statement

Sunderland academies have a photography policy, which is in accordance with data protection and human rights legislation.

Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose.

Publicity photography is helpful in publicising the success of the students and the academy and in promoting educational initiatives. From time to time members of the press and media are invited into academies to cover events celebrating success. However, the views of parents/carers who, for any reason, do not wish their children to appear in such photographs will be respected at all times, as will the views of the senior students, themselves in secondary academies.

### Definitions

**Photography** includes photographic prints and transparencies, video, film and digital imaging.

**In academy** is whenever and wherever students and staff are the responsibility of the Academy Governors/Education Directorate.

**Parent/Carer** means anyone with parental rights and responsibilities in relation to a student.

### Aims

The policy aims to:

- Facilitate photography for the business purpose of the academy
- Respect the rights of the individual
- Safeguard individuals
- Allow personal family photography where possible.

## **Photography by Academy Staff**

Academy staff can be involved in the photography of students and staff for the following main purposes:

- student administration;
- curriculum or course work;
- corporate and community.

Photographs by staff on academy visits may be used in the curriculum and displayed within the academy or at parents'/carers' evenings to illustrate the work of the academy.

Parent/carers may be allowed to purchase a copy of a photograph of their individual child, or as part of a group, if the parents of the other students in the group are in agreement.

Copyright and use of these photographs is carefully controlled by the authority i.e. retained safely by the academy, issued to the student concerned.

Photographs held by the academy must be annotated with the date on which they were taken and stored securely. They should not normally be used other than for their original purpose, unless permission is obtained.

Photographs must be destroyed or deleted from databases once they are no longer required for the purpose for which they were taken.

- A photograph for identification purposes may endure for several years but should not be retained when replaced or expired.
- Photographs taken for publicity and promotional purposes should be retained for a maximum of two years.
- Photographs contributing to the history of the academy, its students, activities or the community can be retained indefinitely.

## **Photographs by Other Authorised Agencies**

The involvement of other agencies can only be authorised by the Head Teacher, by The Education Directorate or by Corporate Communications Manager/Press Office.

The other agencies are:

- Education Directorate;
- commercial photographers commissioned by the council or Head Teacher. Only reputable commercial photographers are involved and the law allows them to retain the copyright of the photographs;
- the press and other media. Copyright rests with the photographer;
- officers of the council, including the Education Directorate. The authority controls copyright.

The purpose of the pictures must be explained to the parents/carers or the students themselves (if over academy leaving age) and written permission sought on each and every occasion. Students must not be photographed for these purposes under any circumstances unless written permission has been obtained.

Parents/carers should be made aware that, when class or group photographs are taken by a commercial agency, the photographer retains the copyright. They should be given contact details of the agency used.

### Parent/Carer Photography

Photography in schools traditionally forms an enduring part of each family's record of their child's progress and a celebration of success and achievement as well as being an established social practice.

Where practical, arrangements can be made to allow photographs to be taken by parents/carers and other guests attending academy events. Photography must not, though, be allowed to upset the performance or smooth running of the event or affect the health and safety of students and others.

A pro-forma **MUST** be issued prior to the event, to the parents/carers of students participating, to enable parents/carers to register their permission/non-permission for **parent/carers photography** if photographs are to be taken by parents/carers and other guests attending academy events.

Parental/carers photography must not include any child whose parent has refused consent for any reason. This may necessitate offering photography opportunities before or after the event of those who wish to be involved. Parental/carers photography is secondary to the main aims and purposes of performances and must not be allowed to interfere with the opportunities for student participation.

Commercial copyright in a dramatic performance or musical will normally exclude any audio or video recording by the public (i.e. other than the Authority or the academy for internal purposes) and in that event parents and their guests must be informed that the infringement of copyright is strictly forbidden.

If parents/carers are unsure whether or not permission has been given by staff to record a particular performance or event, they should ask the person responsible for organising it.

### Student Photography

Students are only permitted to take photographs in academy with academy equipment and only as directed by the staff at St. Anthony's e.g. as part of their curriculum studies, to record an academy event. Students must not use academy equipment for their own purposes.

All mobile phones should be switched off whilst on the academy site and taking photographs, audio or video recording using students' own equipment is strictly forbidden.

## Appendix 1

Staff are required to check that parents/carers have signed the consent for giving academy permission to take photographs. If not then permission should be sought.

Date \_\_\_\_\_

Dear Parent/Carer,

### **Parent/Carer – photography – consent form**

Students are photographed in connection with academy events as well as educational purposes.

Parental photography in schools traditionally forms an enduring part of each family's record of their child's progress and a celebration of success and achievement.

Your child will be participating in \_\_\_\_\_

Please indicate on the attached slip if you consent to photographs being taken at this event by parents/carers in addition to the academy.

Please note:

- Photographs include film, video and digital imaging.
- "Parent/carers" refers to those adults who have parental responsibility for a student.
- Students over school leaving age may complete this form on their own behalf.

---

I **give permission** for photographs to be taken of this even by parents/carers knowing that they may include images of my daughter.

Student's name \_\_\_\_\_ Form \_\_\_\_\_

Parent/carer Signature \_\_\_\_\_ Date \_\_\_\_\_

---

I **do not give permission** for photographs to be taken of this even by parents/carers.

Student's name \_\_\_\_\_ Form \_\_\_\_\_

Parent/carer Signature \_\_\_\_\_ Date \_\_\_\_\_

---